

Little Traverse Bay Bands of Odawa Indians Job Posting

Job Title:	Enterprise Bookkeeper
Department:	Accounting
Reports To:	CFO
Status:	Non-Exempt
Salary Range:	\$15.13 - \$20.47 per hour / (\$31,475-\$42,584) annual
Level:	4
Opens:	April 07, 2016
Closes:	April 28, 2016

SUMMARY

Under the supervision of the Tribal CFO, enters all daily sales data, all invoices, all payments received, reconciles all accounts, prepares all financial reports, maintains all general ledgers, initiates all payments and maintains all receivables of the non-gaming Tribal enterprises overseen by the Tribal Government. Assists the CFO in creating and implementing policies and procedures for proper internal control of the enterprise assets.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs all daily processing and accounting for revenues and expenses of the business enterprise activities of the Tribe. Prepares monthly financial reports and cost reports and submits to enterprise managers. Ensures data integrity, accuracy, and completeness. Has full responsibility for all daily, weekly, monthly and annual financial tracking and reporting requirements of the enterprise. Has full responsibility for the data entry of the enterprises, the reconciliation of said data and the reporting and filing of sales tax reports, financial reporting to the Chairperson's Office, and tax-exempt reporting to regulatory parties.
- Tracks and reconciles all tribal tax-exempt purchases and sales of the enterprise. Reports on tax-exempt sales to appropriate agencies and vendors.
- Assists enterprise management and Tribal CFO with the monitoring of compliance with internal control activities, proper reporting and sound business practices.
- Assists Tribal CFO to ensure compliance with tribal, local, state, and federal requirements and Generally Accepted Accounting Principles.
- Assists enterprise management and Tribal CFO by monitoring and maintaining appropriate cash levels.

- With the assistance of the Tribal CFO keeps abreast of tribal government policies and procedures, current developments in accounting and auditing professions and changes in local, state, and federal laws, as applicable.
- Interacts with governmental auditors and assists independent auditors with interim and year-end audits, as appropriate.
- Performs other duties as assigned.

QUALIFICATIONS

Must be experienced in business financial management and accounting, especially in the areas of standard accounting concepts, Generally Accepted Accounting Principles and monitoring compliance with internal controls in a small business environment. Must be a self starter, learn quickly and work well independently, in addition to being part of a team. Demonstrated ability to work utilizing a consistent exercise of discretion and independent judgment. Must be detail-oriented. Must be willing to take full responsibility for all aspects of the enterprises accounting cycle and be able to keep up with a rigorous workload. Must be able to work in an environment that can be loud and distracting at times. Must have an excellent work history. Must be able to regularly work a full 40 hour-week with a regular schedule.

SUPERVISORY RESPONSIBILITIES

None

EDUCATION AND EXPERIENCE

Eight years of experience working in the accounting field as a bookkeeper and demonstrated knowledge of general ledger and financial reporting functions required. Five years of experience using QuickBooks at the bookkeeper level required. College 300-level accounting classes combined with years of experience working in accounting may be considered. Tribal governmental accounting principles and procedures experience preferred.

COMMENTS:

Indian Preference will apply. Individual must be able to pass an extensive criminal background investigation. Some local travel to enterprise locations may be necessary. Must possess a valid driver's license and be insurable.